

[Exchange 2019] Guide to Delete & Add Email Account on iPhone/iPad

To delete your current email account from iPhone/iPad:

*** For users who already have your email account configured but wish to remove and re-add*

- 1) Go to Settings -> Mail -> Accounts -> (select your email account) -> Tap on "Delete Account".

To add your email account to iPhone/iPad:

- 1) Go to Settings -> Mail -> Accounts -> Add Account.
- 2) Select "Microsoft Exchange", then enter your Email address and a Description for the email account.
- 3) When prompted if you would sign in using Microsoft, select "Configure Manually".
- 4) Enter your password, then click "Next".
- 5) Enter the following details and click "Next":
 - Server: webmail19.mycloudmailbox.com
 - Domain: S19
 - Username: <your email address>
- 6) Select all the features shown and tap on "Save" to complete the setup.